



NAVAL FACILITIES ACQUISITION CENTER FOR TRAINING

NFACT POLICY MEMORANDUM #1

STUDENT ATTENDANCE

June 13, 2001

A. **INTRODUCTION**

The Director of NFACT is responsible for assuring that the students who attend NFACT courses meet all education requirements before awarding them certificates of completion.

B. **PURPOSE**

This Policy Memorandum provides guidelines for student attendance and dismissal at NFACT courses.

C. **APPLICABILITY AND SCOPE**

The provisions of this Policy Memorandum apply to all NFACT courses.

D. **DEFINITION**

Student Contact Hour. The period of time when student attendance is mandatory as part of a formal, scheduled course of instruction.

E. **POLICIES**

1. **Student Contact Hour Requirements.** The following applies to contact hours for students in resident and on-site courses (including VTT).
 - a. Students are expected to attend all "student contact hour" sessions and complete all course work.
 - b. The course director, course instructor, or the Director of NFACT may approve absences for medical or family emergencies. NFACT student services will notify the student's supervisor of such absences within 24 hours.
 - c. Cumulative absences that exceed two hours of contact time may be grounds for removal from the course.
2. **Dismissal.** Only the Director of NFACT may dismiss students. Dismissal is based on:
 - a. The student's inability to complete the course.
 - b. Infractions of school directives.
 - c. Failure to meet contact hour requirements.
 - d. Any action that impairs other students' ability to perform in the course.

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